

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040001-2

REPORTS INVENTORY						DDP - 68	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) ON CALL OFFICERS' ROSTER						2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"><div>STATISTICAL</div><div>NARRATIVE</div><div><input checked="" type="checkbox"/> MACHINE NAME LISTING</div></div>	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify)		
	LOGISTICS		SECURITY				
	MEDICAL		FINANCE				
4. NO. OF COPIES PREPARED 200	5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly				6. DISTRIBUTION (No. of components not number of copies) 9		
7. FORMAT (memorandum, form, computer print-out, etc) Listing	8. ADP PROCESSING <div style="display: flex; justify-content: space-between;"><div>YES</div><div>IF YES GIVE ADP PROCESSING NO.</div></div>				9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="text-align: right;">25X1</div>		
	<div style="display: flex; justify-content: space-between;"><div>NO</div><div></div></div>						
10. PREPARING COMPONENT (include lowest level contributing information to report) All Directorate Components				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$426.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> RETAIN AS IS</div><div><input type="checkbox"/> OTHER (explain)</div></div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> CHANGE</div><div><input type="checkbox"/> DISCONTINUE</div></div>						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS
16. DATE OF INVENTORY October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION

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